

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Codes Enforcement Manager
Department: Environmental Services
Revised : July 2004

Class : Technician
FLSA : Exempt

This job description supersedes any prior description for the Codes Enforcement Supervisor classification.

GENERAL DESCRIPTION

Responsible administrative work directing the Codes Enforcement Program of the County. The employee assigned to this class exercises independent judgment and initiative based upon state and county policies and codes and the county budget. Supervision is exercised over a number of skilled and clerical subordinates. Supervision is received from the Environmental Services Director, who evaluates work through analysis of program accomplishments and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, programs, supervises and participates in codes enforcement programs in the areas of building, electrical, plumbing, heating, ventilation and air conditioning, insulation, zoning and fire prevention, as well as the enforcement of state regulations involving a variety of code enforcement related areas.

Makes recommendation for hire of staff supervised that is given particular weight by the Environmental Services Director.

Plans, supervises, and monitors the work of subordinates; evaluates job performance and completes performance appraisals; trains subordinates as necessary.

Assists in preparing the annual budget request and in controlling approved budgetary expenditures.

Assists the public in understanding the various codes and regulations and in applying for permits, variances, and special use permits.

Handles any disputes between contractors or property owners and Codes Enforcement Officers.

Reviews drawings, blueprints, and specifications for compliance with electrical, mechanical, plumbing, building, and fire codes.

Maintains a variety of records; prepares a variety of reports.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of codes related to areas of responsibility.

Ability to plan, program, supervise, and control the work and employees involved in a number of diversified program areas.

Ability to interpret, explain, and apply policies, procedures, codes, and regulations to specific operating problems relating to departmental activities.

Ability to read and interpret plans, specifications, and blueprints quickly and accurately to compare them with the various codes and with construction in progress.

Ability to establish and maintain effective working relationships with various county officials, subordinates, and the public.

Ability to exercise good judgment and discretion in analyzing and resolving both technical and interpersonal problems.

Ability to effectively communicate, both orally and in writing.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree in Public Administration, Drafting, Engineering, Architecture, or related field and three years of experience as a Codes Enforcement Officer or equivalent combination of education and experience.

**This job description does not create an employment contract,
implied or otherwise.**